

~~CONFIDENTIAL~~

Sanitized Copy Approved for Release 2010/01/19 : CIA-RDP55-00166A000200050113-3

# Office Memorandum

UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 15 Jan 53

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 9 - 15 January 1953

1.

25X1

2. Project 52-18, Training for New Personnel. Proposed CIA Regulation on training for new professional personnel coordinated with representatives of DD/I, DD/A, DD/P, and with [ ] of Personnel. There was substantial agreement on substance. A copy of the Regulation incorporating a few minor changes has been transmitted to D/TR for consideration by the Career Service Board in its meeting on 15 January.

3. Project 52-37, Collection and Source Exploitation Manual. Further checks on such topics as inter-agency coordination of requirements and guidance of the collection effort have led to another conference with T. M. Nordbeck, head of State's Intelligence Acquisition and Distribution Division and to the presentation of several draft pages for his reaction. Other aspects of these and related topics have been explored in conferences with four persons in the Biographic Register of OCD, including its head, [ ] 25X1. These conferences have also involved partially successful efforts to get a concise illustration of how reports from several sources contribute to the production of one piece of intelligence. At the request of the DD/TR(G), a glossary prepared in the BIC has been reviewed and notations for numerous potential revisions have been made. Writing for the manual continues.

Project 52-55, CIA-State Exchange Training Program. [ ] 25X1 of the Office of Personnel is re-drafting the memorandum of information for participants in the program incorporating into it the recommendations made by [ ] 25X1. He will submit the revised memo to this Office and to [ ] 25X1 for review and comment when ready.

Project 52-64, Promotion Policy for OTR. A format for promotion recommendations has been designed in collaboration with TR(S) and the Support Staff for use by all components of OTR. It has been approved by the DD/TR(G), DD/TR(S) and the Chief, Support Staff. An OTR Regulation, rescinding existing TR(G) and TR(S) promotion formats and making it mandatory for all components of OTR to use the newly designed format, has been drafted, approved, and forwarded to the Administrative Officer, Support Staff, for reproduction and distribution.

~~SECRET~~

~~CONFIDENTIAL~~

Sanitized Copy Approved for Release 2010/01/19 : CIA-RDP55-00166A000200050113-3

25X1

25X1

25X1  
25X1

25X1

JOB NO. [ ] BOX NO. [ ] FILE NO. [ ] DOC. NO. 98 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: [ ] RET. JUST. 22  
NEXT REV DATE [ ] REV DATE [ ] REVIEWER [ ] TYPE DOC. 12-  
NO. PGS 5 CREATION DATE [ ] ORG COMP [ ] ORG CLAS S  
REV CLASS C REV COORD. 5 AUTH: [ ]

6. Project 52-71, Revision of CIA Regulation [redacted]. Initial draft of revision of CIA Regulation [redacted] completed, concerning attendance of CIA personnel at Department of Defense schools and colleges. In process of coordination with [redacted] who will review and comment on the proposed revision later this week. [redacted]; is also reviewing the revised version of [redacted] concerning lecture attendance of CIA personnel at Department of Defense schools and colleges in the Washington area.

7. Project 52-74, Training Request Forms. S/PP is reviewing the various forms used to request training, in order to determine the feasibility of a comprehensive training form, or of a number of forms or alternate solution to cover all types of training. Initial review and coordination is proceeding.

8. Project 53-1, CIA Regulation on Language Training. Draft of CIA Regulation on language training is in process. Preliminary conversations with Messrs. [redacted] of Language Services Division have been held. After completion of the draft and return of [redacted] the draft will be coordinated with him.

9. Project 53-3, Publications (Training Bulletin). A transcription of the remarks of General Smith at the 8th Orientation Course has been obtained, and will be reviewed and edited prior to inclusion in the Training Bulletin for distribution in the Agency.

10. Project 53-8, Training Report Form. After review of [ ] training report form to be used for reporting on the completion of training and performance record of the trainee, S/PP has devised a form, somewhat modified, for proposed use by all of TR(G), with copies to be sent to the sponsoring Office, the Office of Personnel, and the Registrar. This form has been coordinated with Messrs [ ] and will be coordinated further as required. It will then be presented with recommendations to the D/TR and the DD/TR(G).

11. Project 53-9, Reply to [redacted] Inquiries Re CIA/OPC Regulation [redacted]  
The Chief, EE, has submitted a list of questions pertaining to "Draft Eligible" Career Employees' Military Training requesting that answers be furnished for the information of personnel in the [redacted] This request was coordinated with [redacted], A draft of the answers to the questions has been prepared and a reply will be prepared in final form for the signature of the D/TR by Thursday afternoon.

## 12. New Projects

Project 53-2, CIA Regulation on Training for Projected Duty Assignments.

Project 53-4, Revision of CIA Regulation

Project 53-5, CIA Regulation on Clerical Training.

Project 53-6, CIA Regulation on Management Training.

Project 53-7, CIA Regulation on Junior Officer Program.

25X1

**SECRET**

SECRET

25X1



These are new projects which will be undertaken in line with review, revision and preparation of a complete set of CIA Regulations concerning training. Preliminary planning and discussions on this project have been undertaken but actual drafting of the Regulations is not yet underway. The basic organization of CIA Regulations suggested by S/PP has been approved by the D/TR. A memorandum on the revision and development of CIA Regulations on training has been sent to [redacted] SA to the DD/A, with target date for completion 12 March 1953.

25X1

25X1



SECRET

25X1

